

## Job Summary

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### GENERAL MANAGER

<b>Responsible to:</b>	Lead Producer
<b>Works closely with:</b>	Artistic Director, Executive Director, Administrator (Producing Team), Associate Artistic Director, Creative Associate
<b>Salary:</b>	£36,000 - £39,000 (depending on experience)
<b>Contract:</b>	Permanent. Full Time.
<b>Hours:</b>	Office hours are 10am to 6pm Monday to Friday. Evening and weekend work will be required. No overtime or TOIL is offered.
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities.
<b>Holiday:</b>	25 days per annum rising by one day for each full financial year worked to a maximum of 30 days.
<b>Probation Period:</b>	3 Months
<b>Notice Period:</b>	3 Months

#### Key Objectives:

- To work with the Lead Producer, Artistic Director, Executive Director to produce and general manage studio theatre productions, and special projects.
- To work closely with the Artistic Director, Executive Director and Lead Producer to oversee the artistic planning and scheduling requirements of the company.
- Attend artistic programming meetings as required
- To provide general management support to Main House productions as needed.
- To uphold high standards of administration across all Young Vic productions and act as an ambassador of the theatre to industry bodies, trade unions and membership associations.
- To collaborate closely with the Associate Artistic Director, Creative Associate, Genesis Fellow and other members of the artistic team and the production department to facilitate and deliver special projects as needed and in line with the theatre's mission.

## Job Description

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### GENERAL MANAGER

#### Main Responsibilities

##### Studio Theatre Productions and Special Projects

- To work with the Artistic Director and Executive Director to produce and general manage Studio productions and special projects, including the drafting and negotiation of all necessary agreements (cast, creative team, rights).
- To work with the Artistic Director and Executive Director to initiate, secure and negotiate any co-producing and/or partnership arrangements required for Studio productions and/or special projects ensuring at all times the best possible outcome for the theatre.
- To work with the Artistic Director, Executive Director and Lead Producer to initiate and secure commissioning agreements and/or other writer agreements as required.
- To work with the Artistic Director and Executive Director to develop studio production and special project budgets.
- To manage, monitor and reconcile all studio production and/or special project costs, and highlight variations from budget.
- To ensure strong, clear and consistent communication with all artists involved with each studio production and/or special project.
- To ensure strong, clear and consistent communication across the whole organisation and the management team (in particular the Technical Director, Director of Marketing & Press, Development Director, Theatre Manager and Director of Taking Part) about the development of each project ensuring that each person receives, all of the information they and their department require in a timely manner.
- To work with the Artistic Director, Executive Director and Lead Producer to identify future life for productions and special projects as appropriate, including national and/or international touring opportunities.
- To general manage any touring or other future life for studio productions and/or special projects.
- To share with the Artistic Director, Executive Director and Lead Producer the responsibility for the effective management of past, present and future co-producing partners in the Main House or studio theatres.
- To lead on child schedules and licencing as required.
- To attend internal and external meetings as required and contribute to all aspects of the operation and development of the theatre.

- Attend key performances and events, including first previews, press nights, and last night performances.

## **Planning and Scheduling:**

- To build the Master Schedule for each new season of work.
- To keep the Master day-by-day schedule up to date.
- To organise and attend Scheduling meetings.
- With the Lead Producer and Executive Director ensure scheduling information is updated regularly and distributed to the organisation on a regular basis.
- Ensure the efficient use of Young Vic spaces.
- Collaborate with the Creative Associate to schedule one off events.
- Oversee large-scale hires as required, and liaise with other staff on smaller one-off hires as needed.

## **Administration:**

- With the Administrator (Producing team), to ensure the Contract Log and Information Chart are accurate and up to date.
- Support the drafting and negotiation of Main House production agreements (Cast, Creative Team, Authors) as required.
- To advise the Artistic Director, Executive Director of changes in UK Theatre/Equity agreement for Subsidised Managers and/or UK Theatre/BECTU Agreement and/or MU Agreement.

## **Other:**

- To deputise for the Lead Producer as required.
- To maintain good relations with industry bodies, trade unions and membership associations.
- To maintain a good working knowledge of developments in all aspects of contemporary theatre practice.
- To promote, and act within all the Young Vic's company policies including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- To be an active and supportive member of the Young Vic staff team.
- Any other reasonable duties as required by the Artistic Director, Executive Director or Lead Producer.

*Please note: The job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.*

## Person Specification

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### GENERAL MANAGER

#### Essential Skills

- Experience of working at a manager level in theatre for a minimum of 3 years.
- Excellent knowledge of the UK Theatre/Equity Agreement for Subsidised Managers.
- Experience of union and UK Theatre relations (BECTU, Equity, MU).
- Excellent budget management skills and experience.
- Significant experience of negotiating and delivering contractual arrangements for creative teams, actors and musicians.
- Significant experience of negotiation of rights licences and commission agreements.
- Experience of managing royalty payments.
- Excellent and effective communication, presentation and negotiation skills.
- Excellent organisational skills with the ability to manage and prioritise tasks in situations of conflicting demands.
- Excellent analytical and problem-solving skills.
- Excellent attention to detail.
- Excellent Excel and Word skills.
- Resilient when dealing with change.
- A commitment to championing the creative case for diversity at every level of the organisation and the proven ability to work with people from a wide variety of backgrounds.
- A love of theatre and the theatre-making process.
- A commitment to the mission of the Young Vic.

#### Desirable Skills

- Experience of working within a building based producing company.
- Experience of UK and/or International touring.